



**LEBANON PLANNING BOARD
MARCH 22, 2021 - 6:30 PM
REMOTE VIA MICROSOFT TEAMS
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-
- 1. Call to Order**
 - A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.
 - 2. Public Hearing Items**
 - A. **Draft Amendments to the Site Plan Review and Subdivision Regulations**
 - 3. Study Items**
 - A. Discussion re: Updating Impact Fee Schedule
 - B. Discussion re: Ped/Bike - Related Amendments to Site Plan Review and Subdivision Regulations
 - 4. Committee Reports**
 - A. **Planning Board Subcommittees:**
 - Planning Board Capital Improvement Program (VACANT/VACANT/Garland/L. Stavis)
 - Planning Board Development Regulations Update (M. Hall/K. Romano/ VACANT / J. Monroe)
 - B. **City Council Subcommittees:**
 - Class VI Roads Advisory Committee (J. Monroe)
 - Lebanon Energy Advisory Committee (J. Monroe)
 - C. **Other Subcommittees:**
 - City Council Representative (J. Winny/K. Liot Hill)
 - Heritage Commission (VACANT)
 - Pedestrian & Bicyclist Advisory Committee (VACANT)
 - Upper Valley Lake Sunapee Regional Planning Commission (B. Garland/VACANT)
 - UV Subcommittee of the Connecticut River Joint Commissions (B. Garland)
 - Upper Valley Transportation Management Association (VACANT)
 - Mascoma River Local Advisory Committee (K. Romano)
 - Steering Committee for the Implementation of the Master Plan (B. Garland/VACANT /VACANT/J. Monroe)
 - West Lebanon Revitalization Advisory Committee (L. Stavis)
 - Planning & Development Department – Task Status (D. Brooks/ M. Goodwin/T. Corwin/R. Owens)
 - 5. Other Business**
 - 6. Approval of Minutes**
 - A. February 22, 2021
 - 7. Adjournment**

The order of agenda items is subject to change.

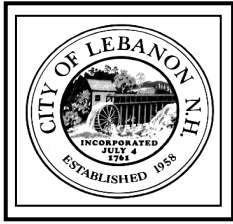
Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT LEBANONNH.GOV

**Agenda
Planning Board
March 22, 2021**

**Agenda Item #2A
Public Hearing Items**

Draft Amendments to the Site Plan Review and Subdivision Regulations



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Planning Board

FROM: Planning & Development Department Staff

RE: Draft Amendments to the Site Plan Review and Subdivision Regulations
Agenda Item #2.A

DATE: March 16, 2021 for March 22, 2021 Planning Board meeting

Following the Board's discussion at the February 22, 2021 work session, attached please find updated redlines identifying proposed amendments to the Site Plan Review and Subdivision Regulations. The new or revised text is blue and underlined. The text to be deleted is shown as ~~red with a strike-out~~.

The redlines have been updated to reflect comments made by the Board at the February 22nd work session, with additional minor editorial revisions by staff. The redlines also reflect minor edits suggested by the City's legal counsel.

A public hearing on the proposed changes has been scheduled for March 22, 2021, following which the Board may then conduct a vote on whether to adopt the amendments.

Attachments

- Excerpt of the Site Plan Review Regulations (redline last revised March 16, 2021)
- Excerpt of the Subdivision Regulations (redline last revised March 16, 2021)

SITE PLAN REVIEW REGULATIONS – DRAFT AMENDMENTS

ARTICLE I – ENACTMENT AND GENERAL PROVISIONS

[...]

Section 1.3 – Interpretation, Conflict, and Separability

- A. In the interpretation and application of these Regulations, the provisions shall be held to be minimum requirements, except where they are expressly stated to be maximum requirements. More stringent provisions may be required if it is demonstrated that different standards are necessary to promote the public health, safety, and welfare.
- B. Where the conditions imposed by any provisions of these Regulations are either more restrictive or less restrictive than comparable conditions imposed by these Regulations or other ordinances, laws, or regulations, the regulations which are more restrictive and impose higher standards or requirements shall govern.
- C. To facilitate the understanding of the hierarchy in provisions, restrictiveness is typically prefaced by prescriptive or permissive language. “Must” or “shall” signifies an obligation, “must not” or “shall not” is for a prohibition, “may” signifies a discretionary action, “should” indicates a recommendation, and “includes” or “including” provides an example but not a limitation.
- D. The provisions of these Regulations are separable. If a section, sentence, clause, or phrase of these Regulations is adjudged by a court of competent jurisdiction to be invalid, the decision shall not affect the remaining portions of these Regulations.

[...]

ARTICLE II – DEFINITIONS

[...]

Complete streets: The design, construction and operation of travel corridors in a way that aims to: establish continuous and convenient connections; accommodate the mobility needs of all transportation users and modes; promote an integrated network of connected facilities (including stormwater, sewer and other utilities, where possible); and create public spaces to benefit the health, well-being, and economic development of the community at large.

[...]

Electric vehicle (EV): A vehicle which uses one or more electric motors for propulsion, including battery, fuel cell electric or plug-in hybrid EVs per NH RSA Title XX Chapter 236.

Electric vehicle charging (EV charging station): The electric components or clusters of component assemblies designed specifically to charge an *electric vehicle* battery by transferring electric energy to a battery or a storage device in the vehicle.

Electric vehicle parking: Parking spaces adjacent to *electric vehicle charging* that are signed as designated for the exclusive use of actively charging *electric vehicles*.

[...]

Maximum extent practicable (MEP): To show that a proposed development has met a standard to the maximum extent practicable, the applicant must demonstrate the following: (1) all reasonable efforts have been made to meet the standard, (2) a complete evaluation of all possible management measures has been performed, and (3) if full compliance cannot be achieved, the highest practicable level of management is being implemented. ~~Pervious Cover: A land surface with a high capacity for infiltration.~~

[...]

Parking, bicycle: A dedicated accessory space, fixture (e.g., a rack), or structure dedicated for the secure storage of bicycles.

Pervious: Any natural or man-made land surface with a high capacity for infiltration.

Place-making: The act of highlighting, designing and arranging buildings, streets, natural resources, and other distinct elements on the site, such as parks, plazas, public amenities, waterfront, and outdoor markets in a manner that augments and reinforces the area's character, connects residents and passersby with the community, promotes pedestrian activity, and fosters positive user interactions.

[...]

Recreational facility: Usable outdoor private or public open space that is convenient to most occupants and creates or enhances existing recreational opportunities on or near the site, including but not limited to a park, outdoor dining area, landscaped courtyard, playground or sports area, fitness facility, trail system, or accessible connection to such amenities.

[...]

Screen: ~~Landscaping, or fencing, or both functionally similar elements,~~ designed to conceal from view all or part of a structure or site that, in the judgment of the Planning Board, is unattractive or otherwise warrants mitigation of the effect of its appearance.

[...]

Streetscape: Improvements in or adjacent to a public way, usually along sidewalks or front yard space, installed to support community livability, create visual interest and foster cohesive community identity when achieved as a coordinated set of design elements, such as textured or patterned surfaces, outdoor lighting, seating, tree plantings, accent flags, and planters.

[...]

Traffic calming: General term for a variety of physical design measures intended to modify driver behavior, slow vehicles, aesthetically enhance corridors, and reduce the noise of motorized vehicle traffic. Relates to adopted City Traffic Calming Policy.

Transit: Any vehicle that is used primarily for the transportation of the general public and has a seating capacity of 10 or more passengers.

[...]

ARTICLE IV – PROCEDURE

[...]

Section 4.2 – Fees

The Planning Board has established, and from time to time may amend, a schedule of fees, which is ~~hereby attached to these Regulations~~ on file at the Planning & Development Department and available on the City's website, and is made a part hereof.

[...]

ARTICLE V – SUBMISSION REQUIREMENTS

Section 5.1 – Drawings and Other Submittals

[...]

An application for Site Plan Review shall include the following information:

[...]

- E. Paper copies of the proposed Site Plan drawing (the number to be determined by the Planning ~~Office~~ & Development Department on an as-needed basis).

[...]

Site Plan drawings shall include the following information (NOTE: The submission requirements described in paragraphs E.1 through E.4 below shall not be waivable under the procedures set forth in Article VII - “Waiver Procedure” of these Regulations):

[...]

4. The following information shall be provided on the first page (or cover page, if applicable) of the Site Plan:
 - a. The name of the City and County in which the development is proposed;
 - b. A north arrow;
 - c. The scale of the plan;
 - d. The date of the plan and of any revisions to the plan;

(NOTE: The date on the plan at the time of the initial submission to the City for application review shall be included on all subsequent submissions to the City. Any subsequent change(s) to the plan shall include a revision date and description of the revision(s).)

- e. The following basic site information in TABLE FORM:
- (1) Zoning designation for the subject property;
 - (2) Tax Map and Lot number(s) for the subject property;
 - (3) Area of lot;
 - (4) Gross floor area of existing and proposed buildings/additions;
 - (5) Number of existing and proposed on- and off-street parking spaces as a table. The table must identify (i) the number of required (minimum) parking spaces and the permitted (maximum) number of parking spaces and the calculations for each, (ii) future proposed, and (iii) existing parking capacity. If the site is part of an existing development or subdivision, the master table must provide such information for all related sites and phases, individually and as a project total;
 - (6) Number of existing and proposed short- and long-term bicycle storage spaces;
 - ~~(76)~~ Number of existing and proposed loading spaces;
 - ~~(87)~~ Height of existing and proposed buildings/additions;
 - ~~(98)~~ Number of stories and gross square footage of each;
 - ~~(109)~~ Proposed use;
 - ~~(110)~~ Required and proposed front, side, and rear yard setbacks;
 - ~~(121)~~ Maximum allowable lot coverage with existing and proposed calculations, and;
 - ~~(132)~~ Indication as to whether or not the parcel is subject to any City Overlay Districts pursuant to Article IV of the Zoning Ordinance (for example, the Wetlands Conservation District or Flood Plain District) or to NHDES Comprehensive Shoreland Protection jurisdiction.

[...]

8. The location of existing natural features such as streams, marshes, lakes, ponds, wetlands, rock outcrops, or wooded areas, and existing man-made features such as roads and structures. The plan shall indicate those natural and man-made features that are to be removed, retained, or altered. Wetlands on the property shall be delineated by a NH Certified Wetlands Scientist, whose seal and signature shall appear on the plan. In addition, documentation in the form of the U.S. Army Corps of Engineers New England District Wetlands Delineation Data Sheets and/or other field notes and materials concerning the delineation shall be submitted to the Planning ~~Office~~ & Development Department.
9. The Zoning District, Tax Map and Lot number, and use of abutting properties within 200 feet of the site boundary; the locations of ~~roads,~~ streets, pedestrian paths/trails, and bicycle routes within 200 feet of the

site boundary; and the location of curb cuts and vehicle accesses~~driveways~~ within 200 feet of the site boundary.

10. Proposed streets, driveways, emergency vehicle accesses, parking spaces, and sidewalks, with indication of dimensions and direction of travel. Show required sight distances at curb cuts and dimensions for ~~width, and~~ the inside radii of all curves. ~~P~~Vehicle and bicycle parking spaces shall be numbered. Loading spaces and facilities used in connection with any structures on the site shall be shown. The total square footage and percentage of the lot covered by impervious cover shall also be shown.
- ~~11.~~ Parking area safety measures including raised crosswalks/speed tables, signage, walkway lighting, striping and similar markings such as dedicated pedestrian/bicycle crossings and lanes through parking areas, fire lanes, compact and/or electric vehicle parking/charging, parking wayfinding, ADA signage and access aisles.
- ~~12.~~ 1. The size and location of all existing and proposed public and private utilities. Applications may not be submitted that rely on the use of utilities planned or under construction unless the proposed utilities are part of the application.
 - a. If a Site Plan is proposed to be served by public wastewater services, no Planning Board approval shall become final until a Notice of Permitted Allocation has been obtained pursuant to City Code Chapter 136. In order to avoid delays, the Applicant is encouraged to submit a Sewer Use Permit Application and obtain a Notice of Permitted Allocation prior to submission of the Site Plan Review application in order to verify the availability of sewer capacity and to reserve such capacity for the proposed development.
 - b. If a Site Plan is proposed to be served by public water supply, no Planning Board approval shall become final until a Water Use Permit has been obtained pursuant to City Code Chapter 182. In order to avoid delays, the Applicant is encouraged to apply for and obtain a Water Use Permit prior to submission of the Site Plan Review application in order to verify the availability of water capacity and to reserve such capacity for the proposed development.
- ~~13.~~ 2. A plan for outdoor lighting showing the proposed location mounting height, fixture type, lamp type, color correlated temperature (CCT), and wattage of all exterior free-standing or building-mounted light fixtures, as well as analyses and illuminance-level diagrams, to include average and minimum foot-candle measurements, showing that the proposed installation conforms to the lighting level standards in these Regulations. Manufacturer's specification information shall be provided for each proposed light fixture and lamp. The plan shall also include drawings of all relevant building elevations, showing the location and height of all building-mounted fixtures, the portions of any walls or architectural features to be

illuminated, the illumination levels of the walls or architectural features, and the aiming points for any remote light fixtures.

143. A plan for the location of free-standing or building-mounted signs, including the location, mounting, aiming, and shielding of any remote light fixtures for externally-lit signs. For internally-lit signs, relevant information concerning the method of illumination and the opacity of the sign background shall be provided, showing that the proposed installation conforms to the requirements of these Regulations.
154. The 100-year flood elevation, floodway, and flood plain limits, where relevant.
165. A landscaping plan showing proposed new plantings to be installed and existing natural vegetation to be retained. The combination of existing and new plantings must meet or exceed the required total as set forth in these Regulations. The plan shall show in detail the number, size (height and/or caliper), and species (botanical and common names), of all proposed shrubs and trees. Existing trees over 12 inches in diameter, measured 4.5 feet above the ground surface, and within 25 feet of the disturbed area, must be counted and shown on the plan, if included towards fulfilling the landscaping requirements. All calculations for square footage of perimeter landscaping shall be shown. All landscape plans shall show parking lot shading calculations by depicting new trees and shrubs at their 10-year crown size.
176. All existing and proposed surface and subsurface storm drainage facilities, including City storm drainage facilities located within 200 feet of the site. Plans for retention, detention, slow release, and treatment of storm water shall be provided, in accordance with the requirements of section 6.6.
187. See Section 6.6. (Stormwater Management) for additional submission requirements.
1918. Plans for snow removal and storage.
2019. A plan for the development showing provisions for automobile, **public transit**, bicyclist, and pedestrian access and circulation. Such plan shall show existing or altered and proposed means of access to the site ~~and any proposed changes to~~including connections with, existing public streets, ~~or~~ sidewalks, transit stops, and formal paths/trails. Plans shall include any traffic calming and traffic control devices necessary in conjunction with the site development, as well as the location of all existing **transit** routes and **transit** stops located or passing within 1/4 mile (1,320 feet) of the property.
210. Construction detail drawings including, but not limited to, pavements, walks, steps, curbing, drainage structures, water and/or sewer utilities, ground-mounted signage (e.g., fire lanes, ADA parking, commercial), surface treatments, transit shelters, energy generation units (e.g., solar), bike rack style, electric vehicle charging, outdoor lighting, outdoor furniture,

retaining walls, tree boxes and other site systems or structures. Accompanying specifications and cutsheets may be required. Where applicable, roadway, drainage, water and sewer utility profile drawings shall be provided at a scale of 1"=40 feet (horizontal) and 1"=4 feet (vertical) and typical cross-section drawings shall be provided at a scale of 1"=5 feet (horizontal and vertical), unless prior approval to use an alternate scale is granted by the Reviewing Engineer. (NOTE: Ordinarily, only two (2) sets of such construction drawings shall be provided to the Planning & Development Department with the application submission.)

~~21. Where applicable, phasing lines and schedules for construction and completion of buildings, parking facilities, landscaping, and other required improvements.~~

22. Depict any current and proposed easements, rights-of-way, and deed restrictions including those related to sewer, electrical utility, shared access, etc.

~~24~~23. For multi-family structures, plans for on-site **recreational facilities**.

~~25~~24. Plans for fire protection including emergency vehicle turn radius diagrams, if requested by the Lebanon Fire Department, ~~if the site is not connected to a City water main.~~

F. A digital copy of the Site Plan drawings (.PDF format) shall be provided depicting the information required under Paragraph E above.

G. The following supporting documents and information:

1. An estimated timetable, to include phasing schedules (where applicable), for construction and completion of buildings, parking facilities, landscaping, and other required improvements.
2. Any development estimated to generate a net increase of 100 peak hour trips or 1,000 average daily trips (based upon the most current edition of the Institute of Transportation Engineers' Trip Generation Manual) shall prepare and submit a Traffic Impact Study in accordance with standard traffic analysis conventions as set forth by the NH Department of Transportation. The Board may, ~~in~~ at its discretion, require the submission of a Traffic Impact Study for developments estimated to generate less than 100 peak hour trips or 1,000 average daily trips if the Board has reason to believe such development could adversely affect levels of service or have other adverse impacts.
3. Written requests for waivers from all applicable provisions of these Regulations shall be provided pursuant to Article VII - "Waiver Procedure."
4. For multi-family dwelling developments and mixed-use developments resulting in a net increase of 50 dwelling units or more, the application shall include the information and impact statements identified in Section 6.9.B.

Section 5.2 – Additional Information

The Board may require such additional information as may be reasonably necessary for the purpose of these Regulations including, but not limited to, the information noted below:

- A. Where deemed appropriate, the Planning Board may require the applicant to obtain and provide a letter, if feasible, stating agreement by the public utilities, electrical utility, and cable television companies to serve the site, including for planned installations of electric vehicle charging. This letter shall include the size/capacity and location of existing off-site public or private utilities with which connections are planned or located within 100 feet of the site.
- B. Depending on the complexity of the proposed project, the Board may require the submission of a digital copy of the site plans in a CAD .dwg file or similar format for City Staff to more effectively and efficiently review the proposed development.
- C. Such investigative studies or reviews as deemed necessary by the Board in accordance with Section 4.7 ~~(F)~~ E.2 of these Regulations.
- D. The Planning Board may require any or all of the information and impact statements identified in Section 6.9.B if the Board has reason to believe the proposed development could have a significant impact on municipal or school services or finances.

In the event that additional information is so required, and if the Board's request is not made to the Applicant prior to the public hearing, the Board may continue the public hearing to a specified date, time, and place. Additional information provided by the applicant, whether or not such information was required by the Board, shall be submitted to the Planning ~~Office~~ & Development Department at least two (2) weeks prior to the date to which the Board continued the public hearing in order to provide City staff with sufficient time to review and comment on the information. Submitting information to the Board less than two (2) weeks prior to the date to which the Board continued the public hearing may result in a delay in the review of such information by City staff and the Planning Board.

ARTICLE VI – DESIGN AND CONSTRUCTION REQUIREMENTS

The Planning Board shall approve the proposed site plan only upon determination that the following requirements have been met:

Section 6.1 – General Requirements

- A. The site shall be of such character that it can be used safely for the construction and installation of the improvements, proposed by the Applicant, without excessive grades, inadequate drainage, and other hazardous conditions. Site clearing shall be kept to the minimum required for the construction of buildings and improvements, taking into consideration the need for pedestrian and vehicular safety and the need for natural light and air. Natural cover shall be retained to the extent possible and reasonable. The overall intensity of site development shall be harmonious with the municipality, the neighborhood, and adjacent properties.

- B. Site and structural improvements should be in harmony with the recommended performance, design and community character goals stated in current City design standards, policies, plans, vision studies or similar references.
- C. A modification or set of modifications to an existing developed property that requires site plan review under these regulations may require the applicant to propose commensurate modifications that bring the property into greater compliance with the Site Plan Review Regulations.

Section 6.2 – Landscaping Standards

[...]

B. Perimeter Landscaping

- 1. ~~On all parcels subject to these Regulations, a~~ minimum landscaped area along the front, side, and rear property lines shall be provided, ~~except within the Central Business District and Lebanon Downtown District where proposed development of the site does not allow.~~ This area shall be a minimum of 15 feet in width for the length of each property line and shall comply with the design requirements set forth in Sections 6.2.B.2-7, 10 and 11, and shall total at least 20% of the entire lot area. Landscaping around buildings or in parking lots that does not fall within the perimeter zone shall not be counted toward this requirement.
 - a. Exception. Development in the Central Business (CB) District and Lebanon Downtown (LD) District shall provide the required perimeter landscaping in accordance with the design requirements set forth in Sections 6.2.B.2-7, 10 and 11, except within those portions of the required perimeter landscaped area proposed to be occupied by (i) a building, and/or (ii) a parking area located in the side and/or rear yard. The purpose of this exception is to avoid a conflict between the minimum 15 ft. perimeter landscaping requirement and the CB District and LD District zoning regulations which, except as otherwise provided in the Zoning Ordinance, do not require a minimum setback along the front and side lot lines (see Sections 306.3 and 307.3 of the Zoning Ordinance), and which require a rear setback of only 10 ft.

[...]

D. Landscaping Around Buildings

- 1. Landscaping around buildings shall be provided to a minimum width of 10 feet and planted with trees, shrubs, and ground cover appropriate to the architecture in order to buffer parking areas, define entrances, provide foundation planting, and soften large expanses of walls or long roof lines.
- 2. As part of the landscape design, functional features (such as patios, entrance walks, and loading areas that cross through the landscaped area

to the building) may be permitted if they are necessary for the normal functioning of the building.

E. Landscaping of Parking Areas

~~In order to~~ To moderate summer temperatures due to heated pavement, ~~and to~~ minimize the visual effects of parking areas, provide separated space for pedestrians to walk through parking lots, and support on-site stormwater management, parking lots shall be dispersed by landscaped beds and integrated with pedestrian access, as follows:-

1. ~~these~~ Those areas containing one or two rows of parking spaces shall be planted with deciduous trees along the perimeter, so placed to shade 30% of the total parking area, and supplemented with shrubs, perennials, or understory trees to visually **screen** the parking area.
2. The end of each row of parking shall have a landscape bed to protect any vehicle parked next to a travel lane. End beds shall be at least 8 feet in width, except for corner radii, ~~and~~ shall be long enough to protect tree roots ~~and~~ vehicles parked in the adjacent parking spaces, and shall be planted with deciduous trees for shade.
3. Any parking area containing three or more rows of parking shall be planted along the perimeter as stated above, and also shall have landscape islands placed between each double row of parking spaces, exclusive of aisles. These landscape islands shall have a minimum width of 8 feet, shall extend the length of the row of parking spaces, shall be planted with deciduous trees for shade, and shall terminate on each end with a landscape bed. If linear landscape islands are not practicable, then other interior landscape islands of equivalent size and evenly distributed throughout the parking lot may be allowed.
4. Any single or double row of parking longer than 100 feet shall be dispersed every 100 feet or less by a landscaped bed that is at least 8 feet by 8 feet, exclusive of curbing. The Planning Board may exclude from this requirement any row of parking that abuts a landscaped area along the full-length of the row.
5. The perimeter of the parking area shall be delineated by the curbing, pavement edge, and fencing that encircles the parking area.
6.
 - a. The number of trees required to meet the 30% shading requirement for parking areas shall be calculated on a minimum crown diameter of 30 feet, which each tree shall have attained within 10 years from planting.
 - b. Trees at maturity must have a trunk diameter of at least 12 inches, measured 4 feet above the ground surface.
7. Required landscaped islands and beds, particularly in areas related to traffic, access, and parking, shall, to the maximum extent practicable, be

designed to concurrently fulfill other site plan regulation requirements, such as for pedestrian facilities, lighting, snow storage and drainage, utilities, open space/recreation, and stormwater management (e.g., LID) features, so as to maximize land use efficiency.

[...]

I. Maintenance and Materials

1. The ~~Property~~property ~~Owner~~owner shall be responsible for maintaining all landscaping, to include grass and mulch, in good, healthy condition so as to present a neat and orderly appearance. The ~~Property~~property ~~Owner~~owner shall replace any unhealthy or dead plant materials in conformance with the landscape plan approved by the Board as part of the site plan.
2. The ~~Property~~property ~~Owner~~owner shall plant materials appropriate to the site's soil and moisture conditions, as well as its proximity to substantial open space and wildlands~~of the particular location.~~

All plant stock intended to fulfill these landscaping requirements must be hardy to Zone 4 or lower.

Plants tolerant of salt shall be planted in areas where they are likely to be exposed to dust and salt, such as in parking areas or along driveways. Suggested salt-tolerant species are listed below:

Shade Trees for Dusty, Salty Locations

<i>Acer ginnala</i>	Amur maple
<i>Crataegus spp.</i>	Hawthorne
<i>Fraxinus pennsylvanica</i> 'Patmore'	Patmore ash
<i>Fraxinus pennsylvanica</i> 'Summit'	Summit ash
<i>Fraxinus pennsylvanica</i>	Green ash
<i>Gleditsia triacanthos</i>	Honey locust
<i>Tilia cordata</i> 'Greenspire'	Greenspire linden
<i>Tilia cordata</i>	Littleleaf linden

[...]

M. Protection of Landscaped Areas

Landscaped areas ~~provided~~ within and adjacent to all parking and vehicular areas shall be protected by curbing, wheel stops, or fencing, with the potential exception of areas containing LID features, if deemed to be acceptable by the Reviewing Engineer and if approved by the Planning Board.

N. Low Impact Design (LID) Features

- ~~1.~~ LID design features may replace required landscaping components as approved by the Planning Board.

0. Other Requirements

1. Service areas, equipment storage, utility boxes, fuel storage, waste enclosures, and similar functions shall not be located in the front yard. Exceptions may be allowed where adequate screening is proposed in accordance with the requirements of Section 6.2.B.8 and 9.
2. The landscape design on large (more than 25 units) multifamily and commercial properties should demonstrate at least one *place-making* element that enhances pedestrian-level engagement and offers visibility on the principal frontage. Where a multifamily or commercial use property provides front yard additional to the minimum required front yard setback, the development must provide such streetscape enhancements. Elements may include but are not exclusive to: usable public open space such as a plaza, or pocket park with seating; landscaping integrated with structural elements (e.g., awning, gazebo, vegetated wall, trellis, shade pergola, or screen); distinct or custom outdoor lighting, plant hangers, banners, or bicycle parking; interactive design; hardscape installations like terracing and water features; attractive wayfinding; permanent or rotating public art space and installations; and/or other amenities that contribute to and are compatible with the primary neighborhood character and function.

[...]

Section 6.5 – Coordination of Roads, Parking, Loading, Recreation, and Safety

[...]

B. Access and Traffic

1. The public ~~highways~~ streets providing access to the site shall be sufficient and have adequate capacity and features for the safety of vehicles, pedestrians and bicycles. This will include the main traffic arteries that must be utilized for travel to and from the site. The Board shall not approve a proposed site plan without such sufficient and adequate access capacity and features.
2. The traffic patterns on, at, and around the site shall be coordinated so as to compose a safe and efficient system for vehicles, pedestrians, and bicyclists, in support of *complete streets*, including alignment with the City of Lebanon's Complete Streets Policy (2017). There shall be proper arrangement of roadways, loading areas, and parking areas within and around the site, in relation to existing and planned streets, so the proposed development of the site shall not endanger the safety or welfare of vehicles, pedestrians, or bicyclists. There shall be adequate traffic access to and from City streets to ensure the safety of vehicles, pedestrians, and bicyclists.

3. Improvements to off-site existing streets may include signal devices, sidewalks, crosswalks, and other features., ~~if~~as necessary to mitigate the increased traffic generated by the development of the site.

[...]

6. Pedestrian provisions for access between on- and off-site areas of circulation, parking, and building entrances must be convenient, safe, interconnected, and accessibility-compliant, and may be required to include off-site signage, lighting, pavement markings, pedestrian crossings and **traffic calming**. Entrance walks must provide direct access between the primary public pedestrian corridor and at least one primary building entrance.

[...]

C. Parking and Loading Areas

1. At its discretion, the Board may require that parking areas and areas for internal circulation on the site shall be physically delineated (for instance, by curbing or wheel stops) so as to protect adjacent vegetation and pedestrians.
2. Parking areas shall be finished with improved materials.
 - a. Porous pavements should be considered for parking areas in new development, in support of the general requirements for stormwater management under Section 6.6 and landscaping for parking areas under Section 6.2.
 - b. Where provided, **pervious** pavement shall be appropriately sited and designed for traffic and vehicle loading conditions. Porous pavement may be considered for exclusion in the calculation of impervious surface areas for site development. Porous or **pervious** surfaces shall be designed and constructed in accordance with NH Stormwater Manual, Volumes 1 & 2 (December 2008 or current version), Stormwater and Antidegradation for specific design guidelines for stormwater best management practices. Plans utilizing porous or **pervious** surfaces shall be accompanied by an Owner's Project Requirements (OPR) manual or a property maintenance schedule (e.g., surface cleaning).
 - ~~a.c.~~ Impervious cover cross-sections shall include a minimum of 2 inches of bituminous pavement over 6 inches of crushed stone and 12 inches of bank-run gravel for light-duty parking areas (for example, small retail uses, office uses, and multifamily uses); and 3 inches of bituminous pavement over 6 inches of crushed stone and 18 inches of bank-run gravel for heavy-duty parking areas (for example, large retail uses, shopping centers, and industrial uses). The Planning Board may modify the requirements contained herein when it is appropriate because of water quality, drainage, and/or

aesthetic considerations, so that the safety of pedestrian and vehicle traffic is assured.

3. Parking spaces shall measure a minimum of 9 x 18 feet. Where the parking spaces are perpendicular to a landscape bed, they ~~may~~ should measure 16 feet in length on the pavement, with an additional 2 feet of unobstructed overhang into the landscape bed, in order to reduce paved impervious surface area. Parking spaces perpendicular to a sidewalk area may overhang the sidewalk, provided that the sidewalk is a minimum of 6 feet wide, excluding curbing.
4. Aisles between parallel rows of spaces shall be a minimum of 24 feet wide.
5. Alternative parking designs may be considered as recommended by the Reviewing Engineer. The Board may modify the requirements contained herein when it is appropriate to use a substitute for paving because of water quality, drainage, and/or aesthetic considerations, so long as the safety of pedestrian and vehicular traffic is assured.
6. All loading areas shall be designed so as not to interfere with other planned circulation on the site and so as to provide adequate space and facilities.
7. No new parking or circulation areas for vehicles shall be located in the front, with the exception of multi-family dwelling developments consisting of less than five (5) units. Where a lot abuts more than one street, this restriction shall only apply to the front yard along the principal frontage as defined in the Zoning Ordinance.
8. Parking lots with multiple driving aisles shall be oriented perpendicular to the building to reduce the number of traffic aisles that a pedestrian must cross to reach the building.
9. Provision of **electric vehicle charging** facilities, or capacity for future facilities, should be considered where feasible, particularly for developments proposing 50 or more parking spaces.

D. Snow Removal, Curbing, and Floodproofing

1. Curbing used in the Central Business (CB) District and Lebanon Downtown (LD) District shall be granite. Curbing in all other zones shall be concrete or granite. The Board may modify the requirements contained herein when it is appropriate because of water quality, drainage, aesthetic, or practical considerations, so long as the safety of pedestrian and vehicular traffic is assured.

[...]

F. Multi-family Open Space and Recreational Facilities

1. Site plans for multi-family dwelling developments shall make adequate provision for the on-site **recreational facility** needs of the residents of the

proposed development. The plan shall be designed to minimize the likelihood that public safety will be endangered by the extensive use of internal roads and parking areas for recreation.

2. In all zoning districts except the Central Business (CB) and Lebanon Downtown (LD) Districts, site plans for developments resulting in a net increase of 25 dwelling units or more shall provide open space as required by and in accordance with Section 12.2 of the Subdivision Regulations.

[...]

Section 6.7– Lighting

A1. Purpose

The purpose of this section is to guide property owners and applicants in appropriately lighting their non-residential and multi-family development proposals.

New lighting technologies have produced lights that are extremely powerful and thus need to be installed sensibly so that they do not create problems of excessive glare, light trespass, ecological/health impacts, skyglow, and higher energy use. Outdoor lighting along roadways, walkways, parking lots, and other public areas shall be designed and located with consideration to fixture and lamp type, mounting height, spacing, and distribution of light in order to: assure adequate illumination for the safety and security of drivers, pedestrians, bicyclists, and other passersby; avoid adverse impacts to adjacent properties and on wildlife habitat; assure that light pollution does not limit the ability of citizens to enjoy the nighttime sky; and minimize the unnecessary use of electricity.

~~Outdoor lighting shall be located, mounted, aimed, and shielded in such a way that adjacent uses are suitably protected from light trespass. Such lighting shall not interfere with traffic on nearby highways. The standards and guidelines contained in the most current edition of the *Illuminating Engineering Society of North America (IESNA) Lighting Handbook* shall be utilized to determine the appropriateness of exterior lighting levels and conformity with these Regulations.~~

B2. General Requirements

Proposed lighting installations may be approved only if the Board finds that they are designed to prevent light trespass onto adjacent properties or streets, minimize light directed skyward, and do not result in excessive lighting levels.

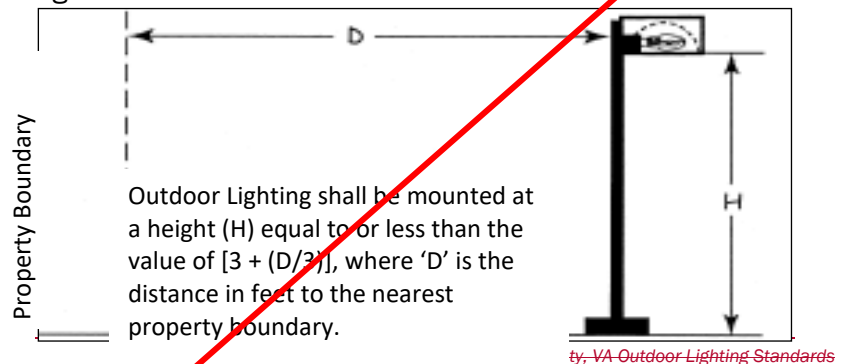
Outdoor lighting shall be located, mounted, aimed, and shielded in such a way that adjacent uses are suitably protected from light trespass. Such lighting shall not interfere with traffic on nearby highways. The standards and guidelines contained in the most current edition of the *Illuminating Engineering Society of North America (IESNA) Lighting Handbook* shall be

utilized to determine the appropriateness of exterior lighting levels and conformity with these Regulations.

All light fixtures, including fixtures mounted inside buildings or structures, shall be located, mounted, aimed, and shielded so as to minimize glare perceptible to drivers, pedestrians, bicyclists, and other passersby within adjacent streets or rights-of-way. In addition to these general standards, the following shall also apply:

[...]

- 5e. ~~The mounting height of all light fixtures shall be equal to or less than the value of $(3+D/3)$, where 'D' is the distance in feet to the nearest property boundary.~~ The maximum mounting height of the light fixture shall not exceed fifteen (15) feet in residential zoning districts or twenty (20) feet in commercial, institutional, or mixed zoning districts.



6. Lighting installations used to illuminate areas such as streets, walkways, or parking lots shall utilize energy-efficient lighting such as LED (light-emitting diodes), low-pressure sodium, high-pressure sodium, metal halide lamps, or equivalent technology in terms of luminaire efficacy as measured in lumens/watt. Mercury vapor lamps shall not be used due to their inefficiency, high operating costs, and toxic mercury content.

Technological advances in outdoor lighting may allow for options not otherwise considered in these Regulations. The use of new technologies, especially those that have energy-saving properties, is encouraged. Applications that use new technologies and follow the purpose and intent of these Regulations will be considered and evaluated for approval.

7. Floodlights or spotlights shall be mounted above the object or area targeted for lighting and shall be shielded and aimed no higher than 45 degrees above straight down (half-way between straight down and the horizontal plane).

8. Uplighting is prohibited, except as allowed for the Lighting of Building Façades and Landscaping, as set forth in ~~Paragraph 5 below~~ [Section 6.7.E](#).
9. [In order to minimize the risk of disability glare or other harm to human and ecological health, and to promote visual access to dark skies, all outdoor lighting shall have a color correlated temperature \(CCT\) of 3000 Kelvin \(K\) or less \(warmer light\), unless a compelling need for a higher CCT \(cooler light\) can be demonstrated based on supporting evidence. Luminaires may prove qualification by being listed as Dark Sky Friendly by the International Dark Sky Association.](#)

[...]

~~G. Multifamily Recreational Facilities~~

~~Site plans for multifamily structures shall make adequate provision for the on-site recreational needs of the residents of the proposed development. The plan shall be designed to minimize the likelihood that public safety will be endangered by the extensive use of internal roads and parking areas for recreation.~~

[...]

Section 6.9 – Premature and Scattered Development

A. GENERAL

The Planning Board may disapprove a site plan application [if it determines by majority vote that such application](#) proposes development that is scattered or premature, so as to involve danger or injury to health, safety, or prosperity of the community [by reason of the lack of water supply, drainage, transportation, schools, fire department, or other public services or which necessitates an excessive expenditure of public funds for the supply of such services](#).

For purposes of this section, a development shall be considered scattered or premature if it will cause, or poses an undue risk of causing, a substantial or appreciable adverse impact upon any of the factors or parameters set forth in the General or Specific Purposes of Site Plan Review, as outlined in Sections 1.4 and 1.5 of these Regulations, [or as set forth in Section 6.9.B if such information is required to be submitted per Section 5.1.G.4 or Section 5.2.D](#).

[If a development is determined by the Planning Board to be scattered or premature, the applicant may show through both on and off-site improvements made at the expense of the applicant that the development is not scattered or premature or, if so, that such a finding will be overcome by remedial actions of the applicant.](#)

B. AREAS OF STUDY AND INFORMATION

[The following areas shall be considered in such studies and such information provided to the Board to determine the effect of the proposed development. The Planning &](#)

Development Department may provide administrative guidelines to assist the developer in providing appropriate information.

1. Statement of impact of the proposed development on natural resources and environmental quality including, but not limited to, water quality, air quality, wetlands, soil erosion and agricultural soils and a statement of pollution control and environmental impact mitigation measures.
2. Capacity of the school system; effect on school bus transportation and distance of the proposed subdivision from the nearest elementary school.
3. Adequacy of streets and/or sidewalks in the general area of the development including major intersections providing access, and such other areas as requested by the Board.
4. Sufficiency, availability and capacity of utility services to provide water, fire protection, and sewer, and further, the impact of the development on the municipal solid waste disposal facilities.
5. (If applicable) The impact of on-site subsurface sewage disposal systems as to adjacent wells, water supply systems, and any known aquifers so designated by the United States Geological Survey.
6. Any special fire, police and public safety problems due to location and/or special conditions related to the site's proposed type of use.
7. Impact of storm drainage from the development on abutting properties and potential storm drainage problems both on the site of the development and downstream from the development.
8. Fiscal impact statement analyzing the impact of the development on municipal, school and county revenues and expenditures, including estimated potential tax revenue and estimated number of school children.

[...]

SUBDIVISION REGULATIONS – DRAFT AMENDMENTS

SECTION 5 – DEFINITIONS

[...]

Major Subdivision. Any division of a lot, tract, or parcel of land either (a) into four (4) or more lots, plats, building sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development~~land which results in four (4) or more lots, plats, building sites, or other divisions of land, or (b) which requires involves the creation of new streets, or the extension of existing new streets, utilities, or public improvements.~~ (See also the definition of “Subdivision” below)

[...]

Minor Subdivision. Any division of a lot, tract, or parcel of land into no more than three (3) lots, plats, building sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development~~land which results in no more than three (3) lots, plats, building sites, or other divisions of land, each fronting on an existing Class IV or V highway, and not involving the creation of new streets or the extension of existing streets~~~~the creation or extension of any new street or extension of municipal facilities nor the creation of any public improvements.~~ (See also the definition of “Subdivision” below)

[...]

Subdivision. The definition of this term shall be as provided in RSA 672:14, as set forth below:

- A. "Subdivision" means the division of the lot, tract, or parcel of land into two (2) or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. It includes resubdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided.

[...]

SECTION 6 – JURISDICTION

6.1 General Subdivision.

These Regulations shall apply to ~~the subdivisions~~s of land within the boundaries of the City of Lebanon. The definition of a subdivision shall be as provided in RSA 672:14,~~and is intended to give the Planning Board the most comprehensive jurisdiction as permitted under state law.~~

The Board also has jurisdiction over Minor Lot Line Adjustments and Boundary Line Agreements.

6.2 Exceptions.

- A. Subdivision review shall not be required for ~~building~~ developments consisting of more than one (1) building erected on a lot in single ownership ~~in a commercial, industrial, institutional, or mixed-use zoning district~~ including, but not limited to, residential developments involving rental units under single ownership (e.g. an apartment complex), a shopping mall, or industrial park.

6.3 Condominium Conversion.

When land and existing buildings under single ownership are proposed to be converted into a condominium form of ownership, and where no physical changes to the property are proposed, subdivision approval shall only be required if the Planning Director determines that be required, but the Planning Board's involvement shall be limited to such review as it deems necessary to ensure that the underlying existing use of the property will ~~not~~ be materially altered by the conversion. If the ~~Board~~ Planning Director determines that, due to the specific facts of the case, the effect of the conversion will be to materially alter the nature or intensity of the use of the property, then full review under these Regulations shall be required. The landowner, any Board member, or any person aggrieved may, within 30 days of such determination, may appeal the Planning Director's determination to the Planning Board. The Board shall act on the appeal within a reasonable time. Such a determination shall be considered administrative, and no noticed public hearing shall be required for the Board to act on the appeal.

[...]

**Agenda
Planning Board
March 22, 2021**

**Agenda Item #3A
Study Items**

Discussion re: Updating Impact Fee Schedule



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Lebanon Planning Board

FROM: David Brooks, Planning & Development Director

RE: 2021 Update of Impact Fee Schedule

DATE: March 11, 2021

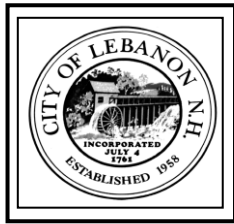
To Planning Board members,

Section 213 of the Lebanon Zoning Ordinance governs the assessment of impact fees for new development in the City. Pursuant to Section 213.6, the Planning Board is charged with periodically reviewing and updating the impact fee assessment schedules along with the foundation documents that provide the basis for the assessment schedules. This periodic review and adjustment is both necessary and desirable to ensure that fees are equitably assessed over time, and that the fees continue to reflect capital facility cost assumptions that are reasonably commensurate with actual City capital investments.

The current impact fee schedule is based on a [2018 Impact Fee Update report](#) prepared by Bruce Mayberry of BCM Planning, LLC. This year, the Planning Department has once again engaged Mr. Mayberry to review and update the basis of impact fee calculations for the Lebanon Middle School and Recreation, Police, and Fire Department capital facilities based on realistic levels of capital investment, supported by evidence of actual appropriations, expenditures, or project planning within the Capital Improvement Program.

For the current update effort, Mr. Mayberry has requested and received information from various City departments as well as from the Lebanon School District. Mr. Mayberry anticipates having the updated impact fee calculations ready for review and discussion by the Planning Board for the April 26th work session. However, as there are a number of new members on the Planning Board since he last worked with the City in 2018, Mr. Mayberry has been asked to provide an overview presentation about impact fees and the relevant state statutes to the Board at its March 22nd work session.

In addition, on March 4th, the Planning Department received a written request from Lebanon School Board Chairwoman Wendy Hall asking to initiate a conversation with the Planning Board about possibly establishing a more broad-based school impact fee for the School District's capital facilities. As noted above, the current school impact fee schedule, and each such fee schedule since 2010, has been based solely on the enrollment generation and the debt service related to the Lebanon Middle School. However, the School Board has highlighted several other needed capital projects, which it would like to be able to fund with impact fees, if possible. Mr. Mayberry is aware of the School Board's request and will be prepared to discuss the issue with both the Planning Board and School Board representatives on March 22nd.



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

IMPACT FEE SCHEDULE 2018

(AS ADOPTED BY THE LEBANON PLANNING BOARD ON 08/13/18)

FEES PER SQUARE FOOT

Structure Type or Use	Impact Fees Per Square Foot - 2018 Update				
	Schools	Recreation	Police Dept	Fire Dept	Total
Residential Development <i>Per Sq. Ft. Gross Living Area</i>					
Single Family Detached	\$0.95	\$0.63	\$0.23	\$0.21	\$2.02
All Other Housing Units	\$0.87	\$0.89	\$0.32	\$0.40	\$2.48
Non-Residential Development <i>Per Sq. Ft. Gross Floor Area</i>					
Retail, Restaurants and Lodging	---	\$0.04	\$0.31	\$0.29	\$0.64
Offices and Commercial Services	---	\$0.07	\$0.15	\$0.19	\$0.41
Industrial, Transp, Whse, Commun.	---	\$0.03	\$0.08	\$0.11	\$0.22
Nursing & Licensed Care Facilities	---	\$0.02	\$0.04	\$0.37	\$0.43
Other Institutional Uses	---	\$0.02	\$0.31	\$0.29	\$0.62

***Gross Living Area (Residential):** The total area of above-grade residential space of a dwelling unit, excluding unheated areas such as porches and balconies. Gross living area does not include the area within a garage, deck or other unenclosed area.

***Gross Floor Area (Non-residential uses):** The total floor area of a building, except those unenclosed areas, measured from the exterior walls; superstructure floor area plus substructure or basement area. For a mixed use building, from the centerline of a wall separating two buildings or two separate uses.

March 4, 2021

Dear Members of the City of Lebanon Planning Board,

We are writing to initiate a conversation between the City Planning Board and the School Board about reviewing the current impact fee assessment schedules and the basis for the assessment schedules as they relate to the collection and use of impact fees for the School District.

Currently, the impact fees collected for the District may only be applied to pay debt service for the construction of the Lebanon Middle School. This limited use is based on a "Basis of Assessment for Impact Fees," dated August 25, 2010, as described in the 2010 MOU between the City and District. Our concerns are to ensure that the impact fee structure fully reflects the current capital needs of the District created by development and to maximize the permitted uses of impact fees received by the District.

In communicating with David Brooks, he suggested we provide examples of how the impact fees would be used to fund construction or improvement of capital facilities within the District. The following is an overview of major projects needing to move forward as well as potential future projects.

Safety Issues.

- Our elementary schools and the high school do not have visible and secure front entrances. Entry improvements are needed to increase safety for students and staff. In addition, all three of these schools have ADA accessibility issues that need to be addressed.
- Both elementary schools have hazardous parking areas. The actual space and flow is not conducive to the number of vehicles that drop off and pick up, there are safety concerns about high school students parking in the Bixby lot, and there are drainage issues.
- The track at LHS is in a state of disrepair and is considered to be a safety concern.

New Space for Instruction, Food Service, and Administration.

- We have elementary children in both schools receiving student support services (special education, English Language Learners, Title I) in what were originally storage closets, and at times, in hallways. The school nurse's offices in both schools do not meet current NH building code.
- Mount Lebanon Elementary School was originally designed as a lower primary school. Based on the needs of our Lebanon families and State statutes and requirements for public education, MLS now provides programs for children Prekindergarten through fourth grade. Both elementary schools have seen an increase in the number of children who have been exposed to traumatic events or experiences which requires additional staffing, programming, and space.

- Hanover Street School provides programs for children K-4 and is also the home of our two in-house Intensive Needs Programs. The Intensive Needs Programs are vital in supporting our students and families locally, without having children attend schools outside of our community. This is important for our families, and is also beneficial from an economic perspective. The number of children in the Intensive Needs, English Language Learner, and Title I programs continues to grow. Enrollment at HSS is also rising. Storage closets have been converted to classrooms; there is no staff room; there is no conference room to hold meetings; the behavioral support space does not meet our staff or children's needs; and the administrative and student support services spaces do not meet current NH building code.
- The pandemic has shed light on the fact that providing meals in schools is incredibly important. Our families rely on us to provide healthy meals for both breakfast and lunch. At both elementary schools, space to provide meals is lacking. HSS has to share the cafeteria with LHS which means children eat later in the day than is appropriate, and at MLS, the space is a combined area with Physical Education. The LHS/HSS cafeteria has a cooking kitchen, while MLS has meals delivered to the school and has a warming kitchen. Although efforts are ongoing to make this work, meals are cold and MLS children often do not have the same options afforded to children at HSS, LMS, or LHS.
- At LHS, the band area is shared with chorus. The space is not in compliance with NH building code for school music rooms, and there are no practice rooms. Approximately 120 students are expected to use this single space per semester. Simply stated, we are not providing an equitable experience for our high school students compared to other local school districts.

Our schools were built in the 1950s with additions in the 1970s and early 2000s. The current State statutes and regulations regarding the types of programs we need to offer; the expansion of student support services including preschool, intensive needs, counseling, and mental health services; the integration of technology; the need to provide nutritious meals; the expectation to provide not only an academic experience but one that also meets students' socio-emotional and behavioral needs, including co-curricular and athletic experiences are all directly impacted by the facilities in which they must take place.

Other future facilities capital improvements include projects such as HVAC, window, and roof repairs and replacements, technology upgrades, and playground, athletic fields, and parking lot maintenance and equipment.

The Lebanon School Board would appreciate having Bruce Mayberry review a broad-based fee structure, with the goal of adopting an updated fee structure that would allow the District to use impact fees for capital improvements district-wide, and to execute a revised MOU regarding disbursement of funds.

We appreciate your consideration of this request, and look forward to future conversation.

Sincerely,

DocuSigned by:

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Wendy Hall, Lebanon School Board Chair on behalf of the Lebanon School Board

**Agenda
Planning Board
March 22, 2021**

**Agenda Item #6A
Approval of Minutes**

February 22, 2021

DRAFT

**LEBANON PLANNING BOARD
Work Session Meeting
Monday, February 22, 2021, 6:30 PM
Remote Via Microsoft Teams
LebanonNH.gov/Live**

ROLL CALL OF

MEMBERS PRESENT: Bruce Garland (Chair), Matthew Hall (Vice-Chair), Jim Winny (Council Representative), Gregorio Amaro, Kim Chewning, Joan Monroe, Kathie Romano, Jeremy Rutter, and Laurel Stavis

MEMBERS ABSENT: None

STAFF PRESENT: David Brooks (Planning Director), Tim Corwin (Senior Planner), Rebecca Owens (Associate Planner)

1. Call to Order Chair Garland called the meeting to order at 6:30 PM.

A. Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements.

Mr. Corwin shared the State directive and participation details for the online meeting in Microsoft Teams. All members identified themselves.

Chair Garland conducted a roll call of members present as reported above.

3. Other Business – taken first

A. **Purcell Properties, LLC (applicant), Chiplin Enterprises, Inc. (owner). 14 & 28 Main Street (Tax Map 72, Lots 88 & 84), zoned CBD:** Conceptual review per Section 4.3 of the Site Plan Review Regulations to convert existing two (2) residential & commercial space to six (6) apartments & commercial space. **PB2021-06-CON**

Kevin Purcell, applicant, and Matthew Wheaton of DEW Construction attended to speak on behalf of the proposal.

Mr. Purcell explained the proposed project at 14 Main St., West Lebanon. They would be keeping the retail space on the first floor, with the second-floor retail and third floor being converted to six apartments. Currently there are two apartments, one to be renovated and one staying as is. They would be modifying the other space. The footprint is not changing, and the exterior would be redone with new windows and different curb appeal. The property at #28 would provide ten parking spaces for the #14 building.

Mr. Wheaton stated that the bones of the building are good, and they would be doing a facelift on the outside. They are not intending to increase the footprint. They are looking for feedback and believe the project is in sync with the vision for West Lebanon.

Mr. Brooks explained that the West Lebanon Revitalization Advisory Committee is looking into connecting the areas behind the buildings on the east side of Main Street from Church St. West to Tracy St. to provide additional public parking. A meeting is being planned to discuss the concept with the

property owners. First, they need to determine interest. It would free up space on Main St. for streetscape improvements such as sidewalks, benches, and landscaping. It is not meant to be a street, just parking, but details must still be worked out. An image of the proposed parking was shown. All parking would be behind the buildings, so no driveways from Main Street would be needed, and it would connect from both ends.

Mr. Purcell confirmed that there are currently 2 or 4 parking spaces at #14, but that may become outdoor seating space.

Mr. Wheaton confirmed that a new dormer would be similar to one on the main building, which is a shed style dormer. The building is already sprinkled, and they plan to maintain it

Mr. Winny observed that the proposal fits with the plan for retail on the ground floor and residential above, and it would be a good addition to Main Street.

2. Study Items

A. Recap 2021 adopted Capital Budget, Commence 2022-2027 CIP process

Mr. Brooks commented on items included in the meeting packet. The CIP process was illustrated using a snapshot of last year's projects. The program focuses on six years at a time and functions to stabilize the financial impact by limiting general fund debt. Departments will receive information in March to have project proposals ready by mid-May. The projects go to the CIP subcommittee in July for review, and the list is finalized in August or September for consideration by the City Council in October.

Ms. Chewning inquired about the School Board. Mr. Brooks explained that the School Board participates in the CIP process each year and is required to submit a list of projects. The goal is to avoid large projects with tax impact from both the City and School District in the same year. They are trying to minimize spikes in taxes.

There was a general discussion regarding participation in the CIP process, which happens in July or August. Mr. Hall, Ms. Chewning, and Mr. Amaro expressed interest in participating in the CIP review.

B. Proposed Site Plan and Subdivision Regulation Amendments

Mr. Brooks opened the discussion, stating that the items that are ready to be voted are in the proposal. Chair Garland explained the process, with the goal being to reach agreement on what will go forward. Several Board members expressed concern over the phrases including "should" or "could" rather than "must" or "shall" as leaving things too open-ended. Ms. Owens noted that it allows flexibility and alternatives for the Board to decide. Mr. Brooks added that it is an expression of the Board's preferences and it gives applicants something to strive for. They would still need Board approval and generally want to propose improvements that are desired. Ms. Monroe noted that there is no one-size-fits-all with the regulations, which is why there are waivers.

Chair Garland opened the discussion of the need for a value on Page 8, regarding the number of dwelling units required to trigger the requirement for an impact statement. The Board members generally agreed on 50 units. Mr. Hall noted that the Board could always require it for fewer units if more information is required.

Ms. Romano suggested wording for item 5.2.D, "...and for multi-family and mixed use with fewer than 50 units, the Planning Board may require...", which would cover all possibilities.

Mr. Hall suggested a value of 20 or 25 for Page 15, H.2. Chair Garland agreed 25 is the number.

Chair Garland stated that Board members can submit wording suggestions via email to the Planning Staff.

A MOTION by Matthew Hall to put the Proposed Site Plan and Subdivision Regulation Amendments on the agenda for a Public Hearing on March 22, 2021.

Seconded by Laurel Stavis

Roll Call Vote:

Voting in Favor – Ms. Monroe, Ms. Romano, Ms. Chewning, Ms. Stavis, Mr. Hall, Mr. Garland, Mr. Amaro, Mr. Rutter, Mr. Winny

Voting Against - None

****The MOTION was approved (9-0).***

Mr. Corwin noted that the comments must be received by February 26.

B. Discussion Re: Ped & Bike, Master Plan goals & Smart Growth principles

Ms. Owens reviewed a presentation on Smart Growth. Mr. Brooks noted that it was given on January 27, 2021. It covered the core concepts of Smart Growth, which includes creating compact, walkable areas along with mixed use and complete streets.

Ms. Owens discussed the impact of these types of improvements. Citations from the Master Plan were shown. There is a focus on ped/bike amenities in future development. Lebanon is a bike friendly community, and bike parking is needed. The Upper Valley Transportation Management has developed a mobility checklist with recommendations and goals. More people are walking and biking, and bike sales are reported to be up 20%.

Centerra was shown as an example, with few walkways among parking spaces and little landscaping. Islands are needed. Short-term and long-term bicycle storage is needed, but the Subcommittee thought showers could be encouraged but not required.

Ms. Owens stated that the presentation was meant to help people understand the concept and rationale, but not to vote or debate the issue. Ms. Owens agreed to forward the slides to the Board members.

4. Committee Reports

A. Planning Board Subcommittees:

--Planning Board Capital Improvement Program (VACANT/VACANT/B. Garland/L. Stavis)

--Planning Board Development Regulations Update (M. Hall/K. Romano/ J. Rutter / J. Monroe)

B. City Council Subcommittees:

--Class VI Roads Advisory Committee (J. Monroe)

Ms. Monroe reported that four roads were recommended to be designated as trails and accepted by the City Council. They will be working on others in the southern area of Lebanon.

--Lebanon Energy Advisory Committee (J. Monroe)

LEAC is very busy with Cliff Below, et. al., working on energy aggregation. The State has much authority, but aggregation allows community members to join together to get better rates such as those

who produce their own energy via solar. They would put energy into the grid and have their bill reduced, but the energy companies have resisted this. Previously, Concord was supportive, but not as much now, and there are bills pending, which are aimed at reducing the incentives.

A MOTION by Joan Monroe to extend the meeting to 9:40 PM.

Seconded by Jeremy Rutter

Roll Call Vote:

Voting in Favor – Mr. Garland, Mr. Amaro, Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Chewning, Ms. Stavis

Voting Against – Mr. Hall

***The MOTION was approved (8-1).**

Mr. Below recommended contacting the State government to express support for HB407 regarding net metering and HB401, which would help. He suggested it is important to oppose HB 315, which is against community aggregation.

Ms. Stavis explained the change in the political climate.

C. Other Subcommittees:

--City Council Representative (J. Winny/K. Liot Hill)

--Heritage Commission (J. Rutter)

--Pedestrian & Bicyclist Advisory Committee (G. Amaro)

--Upper Valley Lake Sunapee Regional Planning Commission (B. Garland/L. Stavis)

--UV Sub-Committee of the Connecticut River Joint Commissions (B. Garland)

--Upper Valley Transportation Management Association (VACANT)

--Mascoma River Local Advisory Committee (K. Romano)

Ms. Romano reported that the Water Department tests water coming through the plant. In the past the committee has done testing along the waterway. Many members have left the committee, and there is no one currently doing testing, but they are investigating who might do it now. When they sample the river to determine pollution, it must go to Concord shortly after obtaining a sample. A member of the committee has been driving it to Concord. They are looking into other ways to access testing.

--Steering Committee for the Implementation of the Master Plan (B. Garland/K. Chewning /VACANT/J. Monroe)

--West Lebanon Revitalization Advisory Committee (L. Stavis)

--Planning & Development Department – Task Status (D. Brooks/ M. Goodwin/T. Corwin/R. Owens)

Mr. Brooks noted the progress on the update of the Impact Fee Schedule. The School Board may be interested in having a conversation with the Planning Board about a more broad-based school impact fee. Currently those fees go to the Middle School debt service. There was a large of influx of impact fee funds from ICV and Altaria. The School District collected more than expected and want to know if they can do other things with that money. They would like to discuss it with the Planning Board.

5. Approval of Minutes

A. January 11, 2021 and January 25, 2021

January 11, 2021, Page 4, line 20 to read, "...snow coming off the neighbor's roof would go beyond the fence."

*A MOTION by Laurel to approve the minutes of the January 11, 2021, Planning Board Meeting as amended and the minutes of the January 25, 2021, Planning Board Meeting as presented in the February 22, 2021 Planning Board meeting packet.
Seconded by Jeremy Rutter.*

Roll Call Vote:

Voting in Favor – Mr. Rutter, Mr. Winny, Ms. Monroe, Ms. Romano, Ms. Chewning, Ms. Stavis, Mr. Hall, Mr. Garland, Mr. Amaro

Voting Against - None

**The MOTION was approved (9-0).*

6. Adjournment

*A MOTION by Matthew Hall to adjourn the meeting.
Seconded by Laurel Stavis.*

Roll Call Vote:

Voting in Favor – Ms. Stavis, Mr. Garland, Mr. Winny, Ms. Monroe, Ms. Romano, Mr. Rutter, Ms. Chewning, Mr. Amaro, Mr. Hall

Voting Against - None

**The MOTION was approved (9-0).*

The meeting was adjourned at 9:30 PM.

Respectfully submitted,
Holly Howes
Recording Secretary